

**MINUTES OF A FINANCE AND FACILITIES COMMITTEE MEETING  
OF THE GOVERNING BOARD OF THE  
NILES TOWNSHIP DISTRICT FOR SPECIAL EDUCATION #807  
HELD ON November 9, 2023**

**I. Call to Order**

Member Chao called the meeting to order on November 9, 2023 at 5:00 P.M.

**II. Attendance at Meeting**

The following persons were in attendance:

**Committee Members:**

District 69      Dr. Mark Chao, Delegate  
District 74      Mr. John Vranas, Delegate

**Others:**

Tarin Kendrick, Kathy Gavin

**III. Audience to Visitor**

None.

**IV. New Business**

The Committee reviewed the payables as of November 9, 2023.

Ms. Gavin provided an update related to the Molloy Educational Center renovation. She informed the Committee that the construction team continues to work through small punch list items. Ms. Gavin shared a present conditions report provided by Wiss, Janney, Elstner & Associates.

Ms. Gavin shared information regarding the need to restore the south roof membrane. The roof was inspected by Garland Roofing and it was determined that a thermographic inspection is needed to determine the condition of the roof's sub-layer.

Ms. Gavin shared information related to the issuance of a Request for Qualifications (RFQ) in search for architectural services. An RFQ was issued November 7, 2023. Interviews will be held in December.

The Committee discussed possible dates for the Audit Committee to meet with a representative from Lauterbach & Amen. Acceptance of the FY 23 Annual Financial Report will be on the Governing Board agenda in January.

Ms. Gavin reviewed the transportation contract extension offered by North Shore Transit for the Governing Board's consideration.

**V. Audience to Visitor**

None.

**VI. Adjournment**

The meeting ended at 6:00 P.M.

A handwritten signature in blue ink, appearing to read 'Mark Chao', is written over a horizontal line.

Dr. Mark Chao, Governing Board President

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Mr. John Vranas, Finance Committee Member